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Brimfield Township
1333 Tallmadge rd.
Kent, Ohio 44240

Job Description

Job Title	Parks and Recreation Assistant (Part-time)		
Job Location	Brimfield Township Parks Office (4121 State Route 43, Kent OH 44240)		
Reports to	Parks & Recreation Director	Department	Parks and Recreation
Initial Date		Employee	
Review Date	Open until filled	Approved By	Township Board of Trustees

Job Summary

The Parks and Recreation Assistant is appointed by the Board of Trustees and serves under the supervision of the Administrative Supervisor and Parks and Recreation Director. This individual is responsible for a wide variety of duties including planning and executing educational and recreational programming and Township events, inspecting park facilities for cleanliness and maintenance issues, updating various social media sites and Township website, scheduling and taking payment for facility rentals, organizing recreational sports leagues, and answering phone calls and general questions from the public

This is a part-time hourly position as defined in the Brimfield Township Policy and Procedure Manual, Section 3.1. The work schedule will typically be 8:00AM-4:00PM, 16-24 hours per week with an average of 20 hours per week, not to exceed 1040 hours per year at a rate of \$11.00 per hour. This position frequently requires evening and/or weekend hours.

Supervision Responsibilities

This position has no supervision responsibilities and is to directly report to the Parks and Recreation Director and the Administrative Supervisor. This position also reports to the assigned liaison and the Brimfield Township Board of Trustees.

Essential functions

Job functions:

- Greet walk-in guests at Parks Department office, answer phone calls and answer general questions from the public, directing the public and questions to the appropriate office when necessary.
- Assist Parks and Recreation Director with planning, preparation for, and implementation of Township events and programs such as Senior Luncheons, Holiday Lighting Contest, Touch-a-Truck, Fall Harvest Festival, nature programs/hikes, summer camps, and children's programs.
- Create flyers, brochures, social media posts, videos, and other promotional materials for facilities, programs, events, and other important Parks information.
- Inspect Community Center, pavilions, K-9 Memorial Dog park, baseball and soccer field, and recreational trails and report issues to Parks and Recreation Director.
- Schedule and receive payment for park facility rentals

- f. Responsible to inform the Parks Director and Administrative Supervisor of all complaints received
- g. Maintain a biweekly payroll record and submit it to the Administrative Supervisor on the Monday morning of payroll week.
- h. Inform the Administrative Supervisor and Parks and Recreation Director when planning to be out of the office. Regular and predictable attendance is required.
- i. Other duties as assigned

Qualifications

High School Diploma or GED required. Job experience or coursework in Natural Sciences, Parks and Recreation, Sports Administration, Early Childhood Education, or related field preferred. Previous experience working with local government is preferred. Computer technology and graphic presentation skills preferred. Excellent written and verbal communication skills required.

Must be at least 18 years of age. Valid Ohio driver's license with less than 6 points. Must be able to deal tactfully and courteously with employees, board members, and the general public.

Satisfactory completion of a background investigation and pre-employment drug screen required. The candidate must also be able to deposit a bond in accordance with Section 519.161 of the Ohio Revised Code, with the Township Fiscal Officer before entering upon the duties of this position.

Knowledge, Skills, & Abilities

The successful candidate shall:

1. Have knowledge of:
 - a. Computer literacy, including functional ability with MS Word, Outlook, Excel, and PowerPoint applications. Experience with WordPress a plus.
2. Be skilled in:
 - a. Well-developed interpersonal and communication skills to establish and maintain effective working relationships with other employees, government officials, and members of the community courteously and tactfully.
 - b. Good customer service (in person, phone, and email).
 - c. Identifying alternative solutions or approaches to problems then using logic and reasoning to compare strengths and weaknesses of those alternatives
 - d. Using personal computer and email
 - e. Good planning and organizational skills
 - f. Following written and oral instructions
3. Have the ability to:
 - a. Communicate effectively, both verbally and in writing
 - b. Excellent writing and grammar skills
 - c. Fluently speak the English language
 - d. Work effectively with residents who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within the reasonable range of constructive behaviors.
 - e. Learn or utilize social media platforms (Facebook, Instagram, and Twitter)
 - f. Learn to update the Township website (specific pages as needed)
 - g. Work independently and to set and achieve goals

- h. Organize and maintain information, records, and paperwork
- i. Effectively plan independently and in collaboration with Parks Director, other Township offices, and outside agencies.

Physical Effort

The physical activity required for this position consists of manual dexterity, talking, hearing, reaching, stooping, sitting, climbing, walking on unstable ground on parks trails and property, and lifting up to 25 lbs. The individual must be able to drive a vehicle. The individual performs work where the seeing job is close to the eyes and at or either in arm's reach, and also at varying distances, and requires viewing a computer terminal and smart phone screen, and proofreading materials and information. Candidate must be able to walk at least two miles and work outdoors in variable weather conditions.

Work Locations

Work for this position will take place in an office provided by the Board of Trustees of Brimfield Township. Occasionally it will require work out of doors, and at Township parks and facilities. Meetings could take place at various locations in other government buildings, in the professional offices of businesses, or virtually. A standard array of office equipment will be provided.

Personal Work Relationships

Individual will have contact with government officials, co-workers, employees, contractors, and the general public. Individual will communicate with the public both verbally and in writing. Individual is responsible for maintaining a positive working relationship with elected and appointed officials, supervisors, co-workers, government agencies, and other individuals.

Notification and Disclaimer

This position description is presented for information purposes only and can be changed at any time by the Board of Trustees of Brimfield Township with or without notice. The Parks and Recreation Assistant is an employee-at-will and either the employee or Brimfield Township can terminate the employment relationship at any time (for any reason or no reason). No representative of Brimfield Township has the authority to enter into an agreement that is contrary to the foregoing.